



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE RESEARCH ANALYST I

Job Number: 20001549

Job Code: 80710V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 04/16/2008

Job Revised:

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level professional statistical analytic work in gathering, tabulating and analyzing labor market and workforce data; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in gathering, computing and analyzing statistical data for surveys and/or labor market reports or related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Gathers raw data from data files, reports, computer printouts, surveys and claims. Maintains and adapts database and statistical programs to meet the needs of the agency. Formats computer software and data fields using such programs as Excel, Access, SPSS, SAS and FoxPro based on statistics required and software parameters. Verifies, sorts and/or codes data into designated categories. Analyzes and computes basic statistics (i.e., rates, averages, percentages, percent distributions and/or percent changes; and other statistical constants). Performs arithmetic operations (i.e., addition, subtraction, multiplication and division). Assists in the preparation and proofing of reports, tables, charts and computer programs presenting statistical information for publication. Utilizes standard sampling procedures within population to obtain statistical information. Enters, scans and updates data in computer systems. Corrects and validates data by written correspondence, Internet research and making telephone calls.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.